

Chase QuickPay/Zelle Payment Guide

1. Click “Add new recipient”。
2. Select “Send money with Zelle”。
3. Type **ACSGD** at Name
4. Type **finance.cashier@acsgd.org** at Email
5. Click “Save”
6. At Recipient list, choose ASCGD, click “Pay”.

Request & split | Payment activity | **Manage recipients** | Settings

Add recipient

Add a **Zelle** recipient

Name ACSGD **3**

Nickname (optional)

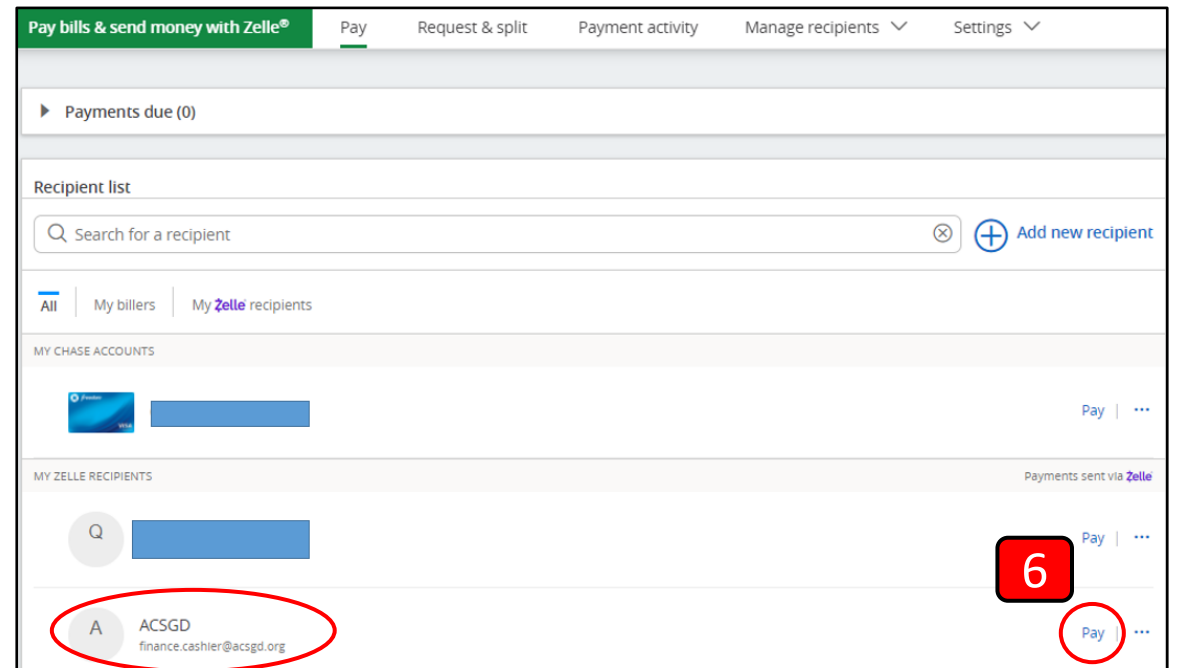
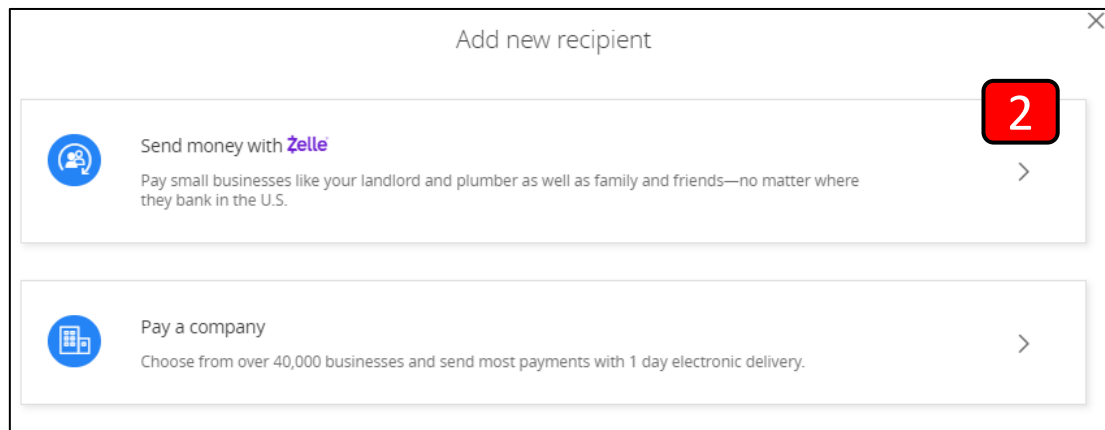
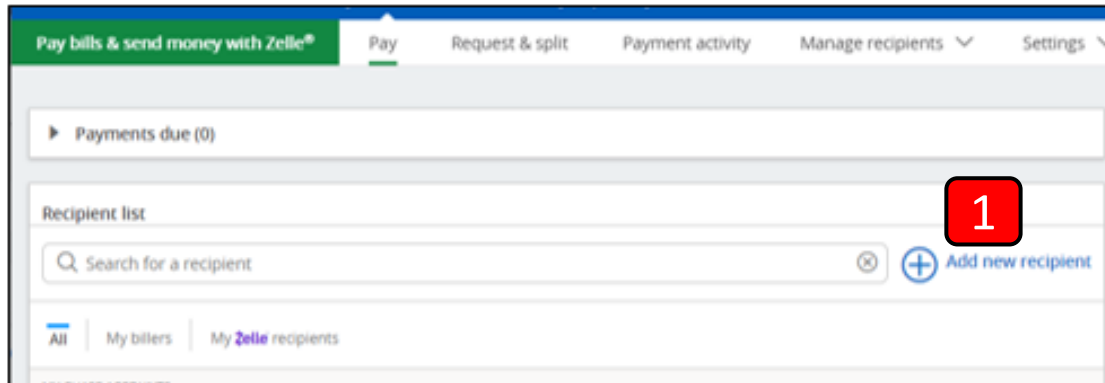
Email **Finance.cashier@acsgd.org**

Please tell us at least one way to contact your recipient. You can add up to 5 email addresses.

Email finance.cashier@acsgd.org **4**

Confirm email finance.cashier@acsgd.org **5**

Cancel Save



Chase QuickPay/Zelle Payment Guide (Continue)

7. At Memo, write **(1) Order #, (2) TFxxxx, (3) Student name, (4) Class**.
8. If you have discount code (TFxxxx), you can deduct **\$10** from the tuition.
9. Click “Next”.
10. A new window tells you **ACSGD** is registered as *THE AMERICAN CHINESE SCHOOL OF GREATER, BIRMINGHAM, MI*. Click “Next”.
11. A new window tells you the money will be sent to ACSGD. Review and make sure information is right. Click “Send Money”.
12. A new window tells you the money has been sent to ACSGD. You can save this page as record. **DONE**.
13. You will receive a email after the payment status is changed in the system. In the email, the Payment Method is “Check” – you can ignore it.

